

Intercity Transit
JOB TITLE: Inventory Supervisor

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Executive	DIVISION: Procurement	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Procurement and Capital Projects Manager	SUPERVISION EXERCISED OVER: Inventory Specialists	PAY GRADE: C42
SUMMARY: Supervises the procurement function and maintains appropriate inventory and supplies to support Agency vehicles and facilities. Maintains inventory levels required to balance Agency needs with good inventory and financial practices. Acts as Warranty Administrator for facility and vehicle maintenance inventory. Responsible for efficient warehousing, inventory accounts payable, agency archiving, shipping and receiving.		
DISTINGUISHING CHARACTERISTICS: Supervises inventory staff and ensures cost-effective operation of vehicle and facility inventory, ensuring that the Agency has required equipment, parts, components, fuel and supplies necessary to maintain vehicle service levels and operational facilities. Represents the agency in the development of coordinated procurements.		
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions and recommendations.	Daily 15% (B2)
2.	Supervises activities involved in the procurement of materials, parts, components, equipment, fuels, lubricants, paint, fabrics, cleaning solvents/detergents, building materials, shop tools and office equipment. Requests are primarily received from the Maintenance Department. Provides procurement function for other departments as necessary.	Daily 30% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Coordinates and maintains an efficient and cost effective purchasing system; maintains purchasing records, reviews purchase requests, and provides oversight on purchase order process to include delivery, quantity, shipment methods, and acceptability of goods and supplies. Researches and implements new methods and technologies to improve warehousing and receiving. Partners with Agency staff to ensure inventory supports project development and implementation; ensures support for seasonal and emergency operations.	Daily 10% (C4)
4.	Administers vehicle warranty claims.	Weekly 5% (B2)
5.	Organizes periodic and annual physical inventories. Establishes processes and resolves discrepancies to increase fleet management inventory accuracy and eliminate outages.	Occasionally (A1)
6.	Researches suppliers of goods and services; analyzes information about product availability, prices, quality and technical specifications. Researches and identifies contracting opportunities. Administers supplier contracts.	Weekly 30% (C4)
7.	Oversees the procurement and delivery of diesel, gasoline, and lubricants to meet Agency objectives. Monitors delivered products to assure required specifications have been met.	Occasionally (B2)
8.	Prepares and develops the inventory budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management.	Weekly 5% (C4)
9.	Researches license requirements and licenses all new Agency vehicles; researches parts costs and availability for vehicle retrofits and campaigns.	Occasionally 5% (B2)
10.	Ensures Agency procurement program is in compliance with policies, State and Federal regulations. Prepares and maintains related reports, records, and data.	Weekly 10%
11.	Performs other duties of a similar nature or level.	As Required
12.	Must meet regular time and attendance standards.	Always

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Inventory control procedures;
- Warehousing concepts;
- Basic public purchasing procedures and principles;
- Budgeting methods and principles;
- Bid analysis methods.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinate staff;
- Analyzing data and preparing reports;
- Conducting research on materials and parts;
- Knowledge of Microsoft Office and specialized fleet management software;
- Reading and comprehending parts manuals;
- Developing detailed parts specifications;
- Negotiating and resolving conflicts;
- Handling multiple tasks simultaneously;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in a related field and four years of increasingly responsible inventory control experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Washington Driver's License.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to dusts, poor ventilation, inadequate lighting, workspace restrictions, and intense noises.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: 9/2013 & 2014: Agency reorg; change in Dept; no Development; moved to Exec.

Revised: 10/2015 removed Inventory Assistant from position supervision; Inventory Assistant re-classed to Inventory Specialist